

# DUS Website Outline

## **Purpose of Site**

The purpose of the site is to provide legal advice and information at a reduced legal rate for the purposes of allowing those with insufficient funds to hire an attorney, the ability to obtain legal information regarding their driving status and DUS charge.

## **Header**

The header will be a static image that has an Ohio State Police car, Ohio Supreme court, man behind bars with the words Ohio Driving Under Suspension Defense. And the web address in small letters.

## **Main Site**

### **Main Page**

- General content relating to DUS and the importance of getting license back.
- Content about saving money...in most cases you do not need to hire a lawyer. As a member we will tell you step by step on what to do to get your license back. Etc.
- Section selling both packages (\$24.99 and \$99.00 packages)
- Login Section
  - Forgot Password retrieval
  - If membership has expired, page return letting the member know that their subscription has expired and take them to a renewal page.
  - Also link to registration page

### **Communication**

- This page will display login to contact when user is not logged in.
- Provide login here

### **Registration**

Secure Page – Relate this confidence to the visitor

- Simple registration

- Collect email address (verify email address)
  - Email will be used for login and a username and password (password generated by system --- password expires in 7 days)
  - After expiration of password user (for \$24.99 package) gets an email automatically that ‘reminds’ them to register again for a discount. At this point they get the option of renewing for the \$99.00 package for only \$75.00 or renewing their current package for only \$15.00.
  - Every day the user gets an email from the system stating you have only x amount of days left...upgrade to the \$99.00 package for only \$75.00 and get a call back from an attorney within 48 hours.
    - Each email sent should have a personal note from Dave (1 or 2 sentences), some legal advice (can state some relevant law, etc.) and a link to upgrade for \$75.00.
- Choose which subscription
- Collect money via PayPal (no PayPal needed for customer...PayPal processes all credit cards.
- User is returned to a login screen with instructions to check email for username & password
- When the user logs in it will check to see if all data has been collected, if not send them to a screen to collect data:

**{required fields}**

- First Name
- Last Name
- Address 1
- Address 2
- City
- State
- Zip
- Home Phone
- Cell Phone
- Work Phone
  - Check Box “Can you receive calls at work?”
- Email address

- What specific crime or traffic offense:
- Date of arrest / citation if any:
- Name and location of court:
- The accused is currently: {drop down}
  - Incarcerated
  - Out on Bail
  - Has never been arrested for this offence
  - Other

### **{Optional fields}**

- Bail has been set at:
- Date of next court appearance:
  - Month {Alpha}
  - Day {Numeric}
  - Year
- Purpose of the next court appearance:
- What prior convictions does the accused have:
- Is the accused currently on probation or parole:

Buttons: {Send to Attorney} and {Revise}

Registration form will include captcha. {to prevent spamming}

If the user hits revise then takes them back to their COMPLETED form to make revisions.

### **Once registered {send to Attorney} the system will handle the data 3 ways**

- 1) Display on a page in the admin section.
  - a. Show user first and last Name, City , Date and PDF
  - b. Click on header label above to change the order.
    - i. Ex. Click on last name reorders in alphabetical order. Click on date and it puts it back to the order they came in the system.
  - c. Click on user name to drop down and display all information
  - d. Admin can click on PDF to print document with user information
- 2) Send email to attorney/secretary
  - a. Heading --- New Registration on DUS Site
  - b. User first & last name
  - c. User city
  - d. User phone number

*The user must complete the information above before they have access to the site. Each field above must check for accurate data. For example verify phone number and verify email address.*

## **Member Content Pages**

Displayed on every page near the top:

- You are logged in as: {Member First & Last Name}
- Member Type: {Basic Member: (\$24.95) or Full Member: {\$99.00)}
- Current Date
- Current Time {live update without page refresh}

## **Biography Page**

- Photo of Attorney Dave Drew with biography.
- **No address or phone to law office**
- Dave's biography
- Paragraph on Dave's experience as a DUS attorney and why it is important to hire him

## **Questions and Answers Page**

These are general questions for DUS. The content will be provided via the admin section. Member reads question, clicks {Answer} and the answer "slides" from underneath question.

## **Communication Page**

- When the user is logged it this page will have a contact form.
- The user will have one opportunity {1 opportunity in basic membership, unlimited in full membership} to send a question to the attorney. Once the user has then the form will disappear. The screen will let the user know that they have already contacted the attorney and if they would like an attorney to contact them they should upgrade to the \$99.00 package. The response time could take up to 5 working. With a link to upgrade.
- The page will display the message that the user sent to the attorney along with the date and time sent. Under the message will display the status of the response:
  - {Waiting on Response from Attorney}
  - {Attorney Responding now}
  - {Attorney Response – Date/Time}

### {fields}

- Reason for Contact
- Field for details
- When the user clicks submit a popup with a **disclaimer** saying that this information is being submitted to an attorney. A statement saying that the user has not hired an attorney yet and any information that they have provided on this form is being done so outside the attorney/client privilege. By clicking continue below you understand these terms.
- They will be a button that says Continue and one that says revise.
  - If they wish to revise it should keep the content and the cursor should target in first field.
  - The data will be handled 3 ways
    - email will be sent to Attorney
    - text message to cell phone
    - the page will refresh displaying the message and status.

**Blog Page** – Build but do not make active. {when they come to the page they will get a message that says, “Not available, please try back later”}

- The page would allow members to blog to each other...and occasionally Dave could put his 2¢ in.
  - No HTML allowed
  - No posting web addresses
  - No posting email addresses
  - No phone numbers or contact information allowed.

These will be controlled loosely through the software.

- When the member clicks on Blog, they will have a terms page to read that will explain the rules above...in bold bullet points. Notice is given that if the terms are violated they will be terminated from the site without refund.
  - Collect IP address and give notice on terms page that their IP has been collected for security purposes and if they violate these terms their IP address may be blocked from the site.
    - Store IP address in members profile
- Blog page is a simple text post.
  - Displays member first name only
  - Displays date of post
  - Displays time of post

- Name of person responding to {if applicable}

### **Ohio DUS page**

- This page will have general current Ohio DUS law.
- Questions and Answers to common DUS legal.
  - Question is posted on page
  - Click the word {Answer}
  - The answer slides down under the question
  - Click {Answer} again and the answer slides back up
  - All Questions and Answers are entered by the admin in the admin section. They can be updated or deleted at anytime.

Links- daughter pages:

- **Ohio Traffic Point Chart**
- **Types of suspension and how to how to get reinstated**
  - See <http://www.ohiojustice.com/PracticeAreas/Offenses-Leading-to-License-Suspension.asp> The links will provide a more information in a new window. With steps to get reinstated. Provide a print button.
- **Get reinstated Now**
  - General information on programs that courts provide in order to reinstate license.
    - Links to other pages with specific pages to specific courts' programs

### **Drivers License Resource Page**

The following pages will be linked (daughter pages) from the Resource Page and framed to look like they are part of the [www.dusinformation.com](http://www.dusinformation.com) site.

This page will have a short paragraph or two of content.

- **View your Ohio Driving Record:**  
<https://www.dps.state.oh.us/netsys/netdb/ENGLISH/LKUPX.asp>
- **Online Drivers License Change of Address:**  
<https://www.dps.state.oh.us/bmv/VehSetID.aspx>
- **View/Pay your Ohio Reinstatement Fee:**  
<https://www.dps.state.oh.us/netsys/netdb/ENGLISH/LKUPX.asp>
- **Ohio Donor/Tissue Registry:**  
<https://www.dps.state.oh.us/netsys/netdb/ENGLISH/APPRB.asp>

- **Online License Plate Renewal System:** <https://www.oplates.com/>
- **Find a local deputy registrar:** [http://www.bmv.ohio.gov/county\\_lst.stm](http://www.bmv.ohio.gov/county_lst.stm)
- **Ohio Drivers License Fees:** [http://www.bmv.ohio.gov/fees\\_for\\_services.stm](http://www.bmv.ohio.gov/fees_for_services.stm)
- **Remedial Driving Schools:** <http://www.dps.state.oh.us/drivingschools/reports.aspx>
- **BMV Forms:** [http://www.bmv.ohio.gov/bmv\\_forms.stm](http://www.bmv.ohio.gov/bmv_forms.stm)
- **Driver Examination Station:** <http://statepatrol.ohio.gov/counties.stm>

**Upgrade Account** (this page will not show if the member is already a member of the \$99.00 package)

- This page will explain the benefits of upgrading to the \$99.00 Package.
  - Discount of \$25.00 for upgrading today (\$75.00).
  - Additional 7 days free
  - Link to upgrade
  - Once payment has been made, member will need to re-log in
    - Member type changes on Member pages
    - Member now can use the contact page unlimited times
    - Member will get an email
      - Notify member that they are a full member
      - Notify that an attorney will call them within 48 hours.
      - Remind them of their username/password with link to login page
- Upgrade/registration page similar to registration page with captcha

### **Profile Page**

The profile page will display all the information collected from the registration.

- Members can update all of their information
- Members will **not** be able to update their name
- User can change their password
  - They must know their original password
  - They must verify password
  - Password must be at least 7 characters and contain at least 1 number and 1 letter
- Display the IP address {post that we have collected their IP address for security purposes.
- Provide link to Communication page
- Members should be able to upgrade/cancel their account from here.
  - If they cancel, have the member leave a comment...reason for cancelation.
  - Send email

## **ADMINISTRATION PAGES**

Simple navigation on left --- Content displayed on the right

### **Member Profile Page**

- Display each members profile page
  - Page will have a search feature
    - Search by Zip Code
    - Search by City
    - Search by First Name
    - Search by Last Name
    - Search by Month of Case
- Reports
  - Print PDF of Individual Member Profile
  - Print all Profiles
  - Print profiles by city
  - Print Profiles by zip
  - Print profiles by month of case
  - Print Mailing Labels
    - One
    - All
- Block IP address
- Block email address

### **Communication**

- View members posted information
- Change Status
  - { Waiting on Response from Attorney }
  - { Attorney Responding now }
  - { Attorney Response – Date/Time }
- Reply to member
  - Attorney will have the ability to reply an unlimited amount of times
- Attorney can initiate a dialogue with any member at anytime.
- System will check the type of membership. If the member is a Basic Member then the Attorney's reply will automatically add a P.S. The P.S. will be pulled from the data entered in the admin section/email administration page.

- Print Communication (for office File)
  - One button print
  - Prints the current record that attorney is viewing

## **Blog**

- Attorney will have complete access to blog pages.
  - Html, web address, emails, phone numbers allowed for admin only
- Attorney may delete or edit any post made by member.
- Attorney can respond within the post
  - For example someone gets around security to post web address by typing attorneysmith dot com. **Attorney can delete the web address and post a comment in red (automatically) posting of contact information is not allowed.**
  - **Attorney Posts under the name Attorney.**
    - **Same attributes as blog page in member section**
- Print Conversations
  - One click printing to print each page of the blog

## **Reports**

The reporting section will include housekeeping reports. The reports will be titled saved in pdf for electronic storage and ease of printing.

### **Report Types:**

- **Payments**
  - Basic Memberships
  - Full Memberships
  - Renewals
    - Admin/Attorney choose Basic, full, renewal or any combination of the three.
  - Total Amount Collected
  - Annual Reporting
  - Monthly Reporting
    - Admin/Attorney choose annual or monthly report
- **Membership Contact Reports**

This report can be sorted by the admin/attorney by last name {alphabetically}, by city, or by zip.

  - First Name, Last Name
  - Address, City, State, Zip
  - Phone
  - Email

## Email Administration

From this page the admin/attorney will be able to change the standard emails.

- Welcome email
  - Welcome {Basic Membership} This email should encourage them to upgrade
  - Welcome (Full Membership)

The Welcome emails will include the following from the database:

- Member first name
- Member email {username}
- Member Password {created by system, expires in x days} A note stating it will expire in x days.
- Link Back to the site
  
- Daily emails to members
  - Each daily an email is sent to remind them that their subscription expires in x days.
    - If they are not already a Full Member, encourage them to upgrade.
    - Provide link to Upgrade page {if applicable}
  - Data to be included in each email
    - First Name
    - Username {email address}, link to lost password if they forgot their password
    - Link to main page
  
- Renewal emails
  - Basic Membership
    - Email stating their account expires in 24 hours they can renew for only \$15.00. Link to renewal
    - Or they can upgrade to the Full Account {list benefits} for a discount. Reg \$99.00 but now only \$75.00 Link to upgrade
  - Full Membership
    - Email stating their account expires in 24 hours they can renew for only \$15.00. Link to renewal
  - Data to be included in each email
    - First Name
    - Username {email address}, link to lost password if they forgot their password
    - Link to main page

- P.S. Statement
  - This will be added automatically to all communications from the communication page if the membership is Basic.

### **change where site emails go**

- Ability to change up to 3 emails where all site emails will go.
- Display the current email(s)
- Check boxes to indicate where the individual emails are assigned (can be none, any one or all)
  - Blog
  - Registration
  - Attorney contact
  - Membership cancel
  - Other???

### **Change subscription length in days**

- This page will allow the admin to change the number of days the member will subscribe to each package.
- It will also include a place the admin can change the number of days for the renewal

### **Contact Management System**

From this section the admin/attorney will have the ability to change the content of any page in the Main Site and Member Section. Text only no pictures.

- Word type features {bold, Italics, Underline, etc }
- Html allowed {optional }
- Ability with a single click to revert back to old content
- Ability to add a page to the website
  - Same general template
  - Name the page show \_\_\_\_\_ .php {where \_\_\_\_\_ } is the field to name page
  - Location of page
    - Main Site
    - Member Section
- Links to and from, ex. If they add a page called stow.php and it is a specific court that will go under the **Get reinstated Now** page. Navigation on all linked pages will need to be repopulated to show the new change.

## **Questions and Answers**

All the Q & A from the Ohio DUS page in the member pages are added by the admin/attorney here. Basic Word type features (Bold, italics, underline, font size, font type, etc).

- Can delete the entire question or the entire answer once posted.
- Can edit question or answer once posted.
- Can add additional questions from admin section
  - Default Q & A is 3

**Disclaimer: if the site needs to be restored for any reason the data will be lost going back to the first backup. This includes any updates to the content using the content management system.** Backups are not done on a consistent basis. In order to ensure the integrity of the data in any site we host using a database I recommend data backups. The backups are done automatically every day and are affordable.